



**Policy:** 1165  
**Chapter:** Investigations and Inspections  
**Rule:** Arizona Criminal Justice  
Information System (ACJIS)

**Effective:** 12/06/06  
**Replaces:** 1165  
**Dated:** 06/01/99

A.R.S.	A.C.A.	A.A.C
A.R.S. § 41-2804,	3-JDF-1C-13	R2-5-501

The Arizona Department of Juvenile Corrections (ADJC) complies with all requirements of the Arizona Terminal Operator Certification program to ensure continued access to the Arizona Criminal Justice Information System (ACJIS) computerized records network.

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Michael D. Branham, Director

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**Procedure Index:**

**1165.01 Arizona Criminal Justice Information System (ACJIS) Operation**

**Form Index**

**1165.01A Criminal History Information Request**  
**1165.01B Request For Access To Arizona Criminal Justice Information System**

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**Definitions:**

- Access** - The National Crime Information Center (NCIC) Advisory Policy Board defines two types of access:
  - Direct** - Terminal access and dissemination within an agency.
  - Indirect** - Non-terminal access outside of an agency that has direct access.
- ACJIS Liaison** – A designated employee at each ACJIS terminal site and each authorized work area who acts as the liaison between the work area and the System Security Officer.
- Arizona Crime Information Center (ACIC)** - The Arizona counterpart of [NCIC](#), available for entries and inquiries through the ACJIS network. Most ACIC and NCIC files are totally independent.
- Arizona Criminal Justice Information System** - A computerized network maintained by the Arizona Department of Public Safety (DPS) that is available to authorized local, state, and federal criminal justice agencies. The ACJIS network is connected to two national computer networks, the National Law Enforcement Telecommunications System (NLETS) and the NCIC. ACJIS is available on 24 hours per day, seven days per week basis.

5. **Arizona Law Enforcement Telecommunications System (ALETS)** - A telecommunications system that provides for the exchange of criminal justice information between terminals within the State of Arizona.
6. **Control Terminal Agency (CTA)** - A single state agency, under a shared management concept with the Federal Bureau of Investigation (FBI), which assumes responsibility as the control terminal (or main receiving point) for the state through and by which users in the state access NCIC information. The CTA for the State of Arizona is the Department of Public Safety.
7. **Criminal Justice Information** - Information collected by criminal justice agencies that is needed for the performance of their legally authorized, required functions. These include persons (wanted, missing, unidentified), stolen property, criminal history record information, information compiled in the course of investigations of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable persons, and information on identifiable persons compiled in an effort to anticipate, prevent or monitor possible criminal activity.
8. **National Crime Information Center (NCIC)** - The FBI repository of files on persons and property.
9. **National Law Enforcement Telecommunications System (NLETS)** - A message switching system for the interstate exchange of criminal justice information, also providing a variety of on-line help files.
10. **Secondary Dissemination** - The dissemination of criminal justice information from an individual or agency that originally obtained the information from the central state repository or through ACJIS to another individual or agency authorized to receive the information.